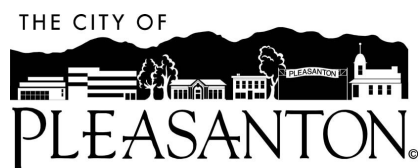


**City of Pleasanton
Community Services Department
Youth & Family Services**

SUMMER DAY CAMP



Parent Handbook Information, Policies & Procedures



Welcome to Summer Day Camp!

Welcome to the City of Pleasanton Community Services Summer Day Camp! We have an amazing summer planned for your camper & hope your child has an enjoyable experience with us. We recognize our responsibility as positive role models for your children. Providing a safe and fun environment is our top priority! Your camper's summer days will be packed with new and exciting adventures. They'll spend their days playing outdoor games, taking exciting field trips, creating art, and making new friends and lasting memories. We look forward to meeting your child and having an amazing summer!

Summer Camp Contact Information

Summer Camp Office	(925) 931-3430	Registration, general information, & refunds
Day Camp Mobile	(925) 963-6256	'Day of' issues or needs regarding a child that is at camp
Olivia Gordet, Camp Director	(925) 963-6256	ogordet@cityofpleasantonca.gov
Rachel Mariscal, Recreation Coordinator	(925) 931-3434	rmariscal@cityofpleasantonca.gov
Register online!	www.pleasantonfun.com	

Summer Day Camp Staff

Our program provides a ratio of one (1) staff to every ten (10) children. All staff are fingerprinted and processed through the Department of Justice. Staff are certified in CPR and First Aid. Summer staff receive thirty (30) hours of training to ensure the highest quality program for our participants.

Our Philosophy

Our program provides a fun and positive environment where all children are encouraged to participate, learn new skills, and have fun. The social development of campers is encouraged through interactive activities that emphasize teamwork and cooperation and the staff acknowledge and encourage participants through camper awards.

Program Location

The summer camps are held at the Amador Recreation Center at 4455 Black Avenue, directly behind the Dolores Bengtson Aquatic Center.

Required Forms

Each participant is required to complete:

- Emergency Medical Release & Identification Form
- Release Authorization and Assumption of Risk Waiver Form
- Code of Conduct Form

All Forms must be completed and turned in on the first day of program. A child will not be allowed to attend the program without these forms.

A parent of any child who has a life-threatening allergy/medical condition must complete an *Emergency Action Plan for Life Threatening Allergy/Medical Condition Form*. Constant communication between parents and staff regarding planned activities is necessary. Please contact us at (925) 931-3434 if you have any questions.

Cancellations & Refund Policy

- A full refund will be given when notice is received by the Community Services Department at least ten (10) days prior to the start of the camp or program.
- Refund requests received after this time, but at least five (5) days prior to the start of the camp or program will be assessed a \$5.00 administration fee, per program.
- No refunds will be issued for requests received less than five (5) days prior to the start of the program.

Coming to and Leaving Camp

- Children must be escorted into and out of the Amador Recreation Center and signed out by an Authorized adult.
- Attendance is taken within the first 10 minutes of camp each day. If your child arrives late, please make sure to connect with your child's assigned staff member before leaving. It is important that your child arrive to camp on time as safety instructions and daily activity directions are given at the beginning of each day.
- Children may only be released to a legal guardian/parent or an authorized individual from the Release Authorization and Assumption of Risk Waiver Form.

P-Town Teen Campers are allowed to sign themselves out but **ONLY** with a signed permission form from their parent. This form is included in your packet or you can pick one up at the Amador Recreation Center.

Pick up / Sign out Reminders

- Children need to be picked up promptly at 3:00pm. There is no extended child care offered with this program.
- Each child will be assigned to a specific staff person for the week. At pick up time, parents need to connect with their child's staff member and sign their child out of the program. Each child will have their own sign out sheet. Staff may require any individual picking up a child to provide identification in the form of a State Driver's License or State Identification Card with photo for identification.
- To add or change your authorized pick-ups, provide a written notice by paper or email to the office in advance. If there is an emergency, and someone who is not listed on the Release Authorization and Assumption of Risk Waiver Form needs to pick up your child, you must contact us at the Community Services office at Gingerbread Preschool at (925) 931-3430. When calling, state what camp your child is attending and give the full name of the individual, relationship to the child, and a physical description of the individual.

Late Pick Ups

- A late fee of \$1.00 per minute will be charged if a child is picked up late. You will receive a late fee invoice from staff, which must be paid by the next program day at the Community Service Office at Gingerbread Preschool, 4333 Black Avenue between the hours of 8:00am and 12:30pm. Continued lateness in picking up your child may lead to dismissal from the program.

Health & Wellness

Life Threatening Food Allergies/Medical Condition

The City of Pleasanton accommodates children with life threatening food allergies/medical conditions using a team approach with parents, staff and Recreation Coordinator in order to ensure each child's safety. All staff are EpiPen trained and receive general training regarding food allergies and safety precautions. A parent of any child who has a life-threatening allergy/medical condition must complete an *Emergency Action Plan for Life Threatening Allergy/Medical Condition Form*.

All medications, prescription and over the counter medications, must be provided to the program staff in their original packaging, with the child's full name and dosage written on the container and placed in a zip lock bag. A measuring spoon or cup must be included. Participants may bring the medication in their back pack each day. Any child, who requires medication for life saving measures, may not attend the program without that said medication on site.

Sun Safety

Childhood sunburns can increase your child's risk of developing skin cancer as an adult. Even a suntan is harmful. We ask parents to help protect your child by sending them to program with a hat, UV-protective sunglasses, and SPF of 15 or greater sun screen. Lotion and lip balm should be applied 30 minutes prior to coming to camp and children should have an additional supply of sunscreen, lip balm and lotion in the back packs.



Typical Day at Camp:

8:30—9:00am	Free Choice Time & Small Group Time
9:00—9:15am	Welcome & Announcements
9:30-9:45am	Large Group Games
10:00-11:30am	Morning Rotations (Arts & Crafts, Games, special projects)
11:30—12:30pm	Lunch & Free Play
12:30—1:00pm	Announcements and Small group time
1:00—2:30pm	Afternoon Rotations (Arts & Crafts, Games, special projects—camper choice)
2:30—3:00pm	Camp Closing & Pick up



Small group time is conducted with groups of 10 children to 1 staff person. Large group games include multiple small groups or the entire camp. Our afternoon rotations allow participants to choose the activities or projects they participate in. This provides time for staff to work in smaller groups with participants while encouraging them to try new things.

Ptown Teen Camp

Teen camp will function on a similar schedule (as noted above) but will also include walking trips to parks, downtown, and other nearby sites. Teen Camp may also take more than one field trip per week. A weekly calendar will be available on Monday with all scheduled activities.

Field Trips

All participants are required to wear their camp t-shirt on field trip days. Due to safety reasons, your child will not be able to attend the field trip without their t-shirt. Some field trips may require that participants arrive early to camp or be picked up at a later time. This ensures that we can load the bus or leave for the bus stop and maximize our time at the field trip location. Participants may be asked to provide their own money for lunch in instances where the venue (ex. Marine World) does not allow outside food. Check the weekly schedule for these instances. Depending on the trip, we will either take the Wheels Bus, City of Pleasanton Vehicles or a Charter Bus. Occasionally, camps will take additional weekly walking or bus trips to parks and other locations around Pleasanton.

Dress Code

Please make sure your child is dressed comfortably and safely. Each participant will be provided with one camp t-shirt, they must wear on field trips. Camp can be messy so we ask that you do not send your child in special clothes. Closed-toe shoes are required. NO sandals, flip flops, or clogs allowed. Your child will spend the majority of the day outside so please pack a hat, light jacket/sweatshirt and apply sunscreen before they come to camp.

Lunch/Snacks

Your child will need to bring a sack lunch and snacks every day to camp. Because of the nature of our camp, please pack a healthy balanced lunch that does not require refrigeration. Parents should also pack enough nutritious snacks and water to accommodate their child's needs.

Participant Behavior

Each child's participation must follow certain behavior guidelines and general rules in order for the entire group to function together. This ensures an enjoyable experience for everyone. It is important to understand that campers come to us from many different backgrounds and a variety of parenting styles. Within each age group there will be a wide range of physical, emotional, and social development. Discipline is a "process". This process includes modeling, positive reinforcement, and redirection. If the behavior deems it necessary, the "process" may include removal from the camp program or being sent home for the day.

In some occasions, parents can expect a brief call from staff during camp hours to inform them of certain incidents as they occur. Staff will assess whether this is necessary based on the severity of the incident.

When a child is demonstrating inappropriate behavior or is involved in a conflict with another child, staff will document this behavior in the Camp Binder or Incident Report Form. The parents of all children involved will be asked to acknowledge their child's behavior by signing the Incident Report Form. If the severity or frequency of the behavior is deemed detrimental to others or the staff's ability to implement the program effectively, a child may be dismissed from the program.

Summer Camp Rules

1. Stay with the Group
2. Respect Yourself & Others
3. Listen and follow directions
4. Have fun!